

## AGM 2021 – SCHEDULE OF DATES

The following is a note of key dates relating to the 92<sup>nd</sup> Annual General Meeting, to be held on **Saturday 6th November 2021**. Note that all documents placed on the website are accessible to **all** members, not just Branch Officers.

(Where timescales are specified in the Constitution, these are shown *in italics* below an item.)

1. June RSCDS Office sends to Branches: Branch AGM delegate nomination form and nomination form/s for elections to management posts.
2. **Sat 14 Aug** **Deadline** for any motions from Branches to be received at the RSCDS Office.  
(At least ***12 weeks*** before AGM)
3. w/b Mon 23 Aug RSCDS Office sends to Branches: draft agenda & papers and makes them available on the website.  
(At least ***10 weeks*** before AGM)
4. **Sat 11 Sept** **Deadline** for nominations & profiles from individuals who wish to stand for election to management posts to be received at the RSCDS Office.  
(At least ***8 weeks*** before AGM)
5. **Sat 25 Sept** **Deadline** for any emergency motions to be received at the RSCDS Office.  
(At least ***6 weeks*** before AGM)  
  
+ **Deadline** for any amendments to motions on draft agenda to be received at the RSCDS Office.  
(At least ***6 weeks*** before AGM)
6. w/b Mon 27 Sept RSCDS Office sends to Branches final agenda and papers along with an update on the AGM arrangements and digital voting arrangements plus the candidate profiles for elections. Final agenda, papers and profiles are also made available on the website.  
(At least ***4 weeks*** before AGM)
7. **Sat 2 Oct** **Deadline** for delegate nomination forms to be received at the RSCDS Office for digital voting.
8. Wed 6 Oct Digital voting opens and will remain open until 48 hours before the AGM. Delegates are invited to email any questions to [agm@rscds.org](mailto:agm@rscds.org)
9. **Sat 30 Oct** Deadline to send any AGM related questions or comments to [agm@rscds.org](mailto:agm@rscds.org)
10. **Thurs 4 Nov** **By 14.00 hrs FINAL DEADLINE** for any votes to be made using digital voting platform. (***48 hours*** before AGM)